TABLET SET-UP INSTRUCTIONS

Headphone   Off/On   Power   Micro USB   Mic   Camera 1

Volume

Memory
Card Slot
(Optional)

Speaker
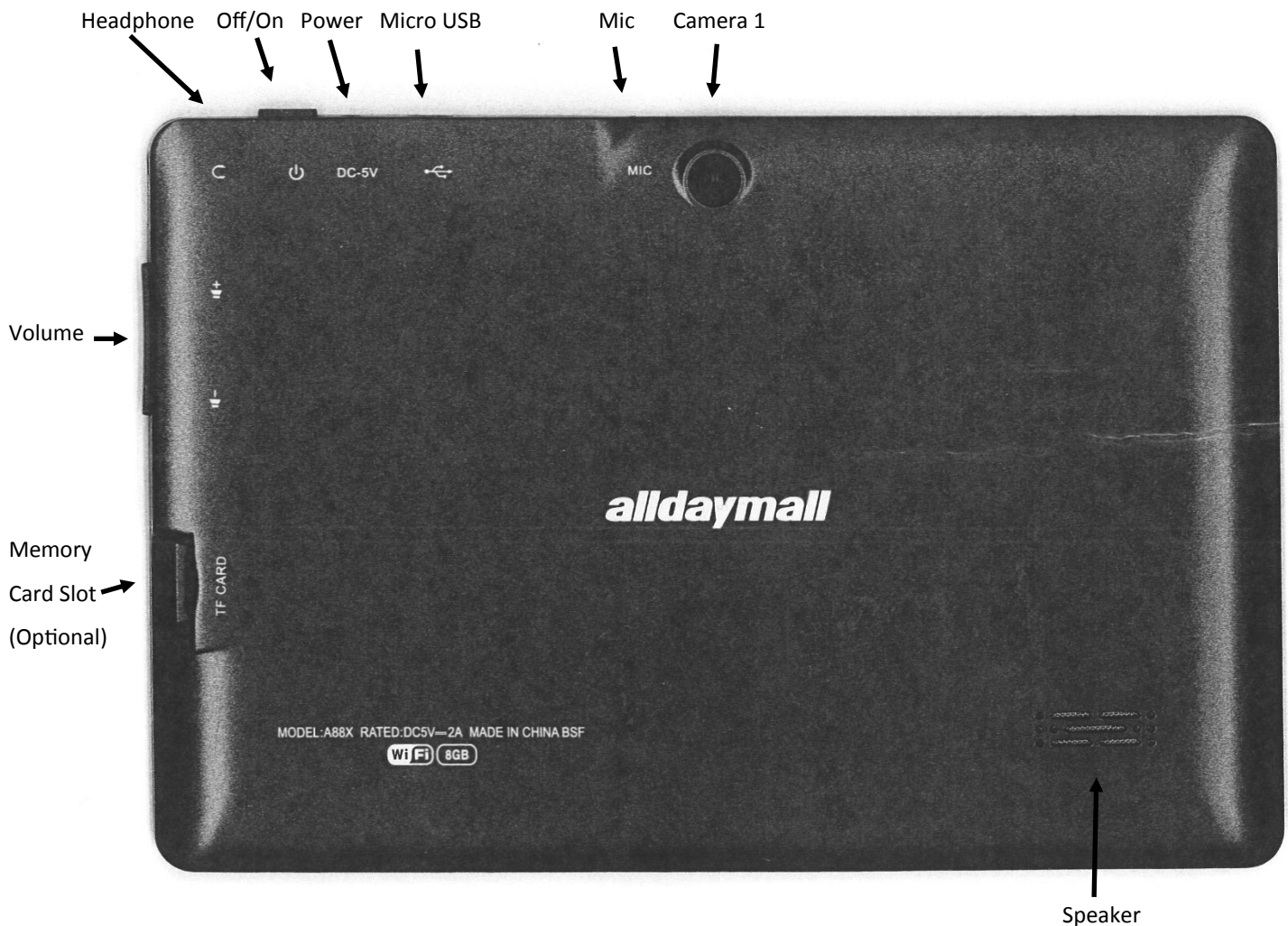
First Things First-

Press the Off/On Power button. There should be a sufficient charge to continue set up, but if not, plug in the unit to a power source.

After the start up graphics and music, the opening display is the time and a small circle with a padlock inside of it (the time is not correct). Place your finger on the lock and slide it to the right to unlock the tablet.

Sign on to a WiFi Network

The start up of the tablet the first time enables several Help screens, these will not display every time you try to do something. They are just for helping you see where some things are. We are skipping ahead to setting up the WiFi so you can go on to the internet.

Click on the center icon at the bottom of the screen, it looks like a house. This is the home button. Acknowledge the help screens and then press the center icon above the house. It looks like a circle with six small squares in it. This icon represents your applications menu. When you tap this icon, a list of applications already on the tablet will appear. On the right you will see one of the icons that is in the shape of a gear with the word "settings" under it. Click on the gear. This opens the settings window.

The top line of the settings menu is for WiFi. If you look to the right of the word WiFi, there is and Off / On Icon. It is currently in the Off position. Tap on the right side of the word Off to switch WiFi to the On position This has turned on the tablet's ability to "see" WiFi signals available.

We will walk you through selecting the Hotel's WiFi signal and entering the User ID and Password for this training.

<u>Downloading an Application</u>

With a WiFi signal active, we are now going to download an application. We will be looking at PDFs for this training, so we will need a PDF reader. The Adobe Acrobat Reader is a free application that is available for many platforms, including this android tablet.

To access the application download screen, click on the shopping bag icon (it has a colorful triangle on it) towards the left side of the icon bar. This will require a google account to use.

<u>Google Account</u>

Your Android Tablet is Google Friendly. This is to say, it will be easier to use with a google account. Establishing a google account (or using a existing account) is easy. After clicking on the Shopping Bag icon (mentioned above), the screen asks if you would like to add an existing account or create a new one.
- If you have an existing google account ("gmail") you may click on the "Existing" box and enter the information requested.
- If you would like to establish a google account, click on the "New" button and follow the instructions.
- If you do not have a google account *and do __not__ want one*, we have set up a temporary account you may use to participate in this training.

Remember , this activity requires an internet connection.

TEMPORARY ACCOUNT INFORMATION

Email: AKSped2015@gmail.com

Password: @laska2015

<u>Google Account Logged on— Downloading an Application</u>

With a google account logged in, click on the home button. Click the search bar and respond to the set up options provided. These are informational screens of some of the available options for Google. The last screen will read "yes, I'm in" click on this and the google search bar will be at the top of the screen. Remember that many of the first time use screens will not be displayed later. Click on the Google bar to type in a search for a "PDF Reader" and click on the magnifying glass (where the return key is located on the keyboard). One of the first apps to appear is Adobe Acrobat Reader. Click on the Adobe icon and select install.

Before installing any app, the tablet will let you know what access the app will involve. If you approve of this access level for the app, select "accept". We are now finished with the app download.

Now, to the left of the home key is an icon with two overlapping boxes. Click on the Icon. This will display all of the open applications. Place your finger on each application, one at a time and slide them up and off the screen. This should return you to the home screen.

From the home screen, click on the center icon of the circle with the six small squares in it to see your applications. You should now see the Adobe Acrobat application. Click on the Acrobat icon and "slide" through each screen until you get to the final set up screen that says continue at the bottom. Click continue. There is a sample PDF named "Getting Started.PDF". If you have any questions concerning the Acrobat program, this document should address them.

<u>The Web Browser</u>

Click on the Home icon at the bottom center of the screen. At the top of the home screen is a search bar. Type in the search "ak sped" and press magnifying glass (return key). The first search result will be the state of Alaska Special Education web page. Click on the top selection and you will be directed to the state special education web page.

Click in the words "View Special Education Handbook" and you will be asked if you want to download the handbook now. Click "OK". It will take a few minutes to download. You can see in the top left corner of the screen and downward arrow icon that lets you know you are downloading. The screen will display "download complete" when it is finished.

The special education handbook was downloaded to the browser's download folder. This is not conveniently located, but the download location can be changed in the set up options later if you download a lot on the tablet.

To location the downloaded handbook, click on the application icon (circle with six small squares) and select the file manager. The main file is the SDcard. Click that. In the list of folders, select the MxBrowser, and then the downloads folder. Now click on the AK_SPED_Handbook.pdf and the reader will automatically open the file.